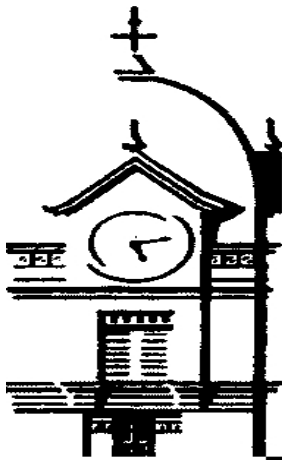


RESIDENTIAL PERMIT SUBMITTAL GUIDE



Fayette
COUNTY

NEW CONSTRUCTION
ADDITIONS
RENOVATIONS / REPAIRS
ALTERATIONS / REMODELS

Permits and Inspections Department

140 Stonewall Avenue West, Suite 201
Fayetteville, GA 30214

Phone: 770-305-5403 Fax: 770-305-5212

Web: http://www.fayettecountyga.gov/bldg_permits/infobldg.asp

Revised 12/2013

RESIDENTIAL SUBMITTAL GUIDE

The following is an outline of the requirements for a **residential** submittal. This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to assure that your application includes all of the information necessary for a timely review of your plans.

SUBMITTAL CHECKLIST

- _____ Permit Application.
- _____ “Structure Specifics” worksheet (Included in the application packet)
- _____ Affidavits for Elec., Mech., Fuel Gas and Plumb. as applicable (Included in the application packet)
- _____ Copy of Business License – For Traditional or Limited Specialty Contractor or if Company is Out of State - exception: if a valid copy it is already on file.
- _____ Residential and General Contractors License copies as applicable - exception: if a valid copy is already on file.
- _____ Authorize Permit Agent form as applicable
- _____ Qualifying Agent change of information form if applicable
- _____ Plans and Supporting Construction Documents - **Refer to the “Standards for Residential Plans and Construction Documents” guide for detailed requirements.**
- _____ Energy Code Compliance Documentation as applicable.
- _____ Electrical Calculations as applicable.
- _____ Recorded Property Deed - obtain through Superior Court (Tax records and owner must match)
- _____ Plat - Complete in accordance with “**Plat Requirements for Permit Applications.**”
If not in a subdivision - Plat must be recorded
If lot is in a subdivision - Plat of the lot from the subdivision plat will be used.
- _____ Septic Tank Permit or Receipt of payment for Septic Permit Application (actual permit must be received before issuance) - **For New Residences**
For all other submittals - provide plat with Environmental Health approval or receipt of payment for Septic Permit Application (actual permit must be received before issuance)
- _____ If not on a municipal water supply, provide well permit. This must be indicated on the septic tank permit.
- _____ Water meter receipt for a new residence
- _____ Approved driveway cut permit from the Engineering Department if a county road as applicable
- _____ Copy of Georgia State DOT permit for all driveway cuts off of a state highway.

OTHER REQUIREMENTS

- A **foundation survey** of the lot shall be required for **lots equal to or less than 15 acres** to verify that the building or structure is located within the designated setbacks and in accordance with the approved plans for the following:
 1. For all newly constructed single-family dwellings.
 2. For residential accessory structures and additions located within two feet of the setback, floodplain and/or watershed protection areas.
- The foundation survey shall occur after concrete is placed and shall be submitted to and approved by the Fayette County Planning & Zoning Department and Environmental Management Department prior to the commencement of any framing operations or work.
- **Facilities Required.** Sanitary facilities shall be required during construction, remodeling or demolition activities.

PLAT REQUIREMENTS FOR PERMIT APPLICATIONS

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of proposed structure (length and width).
- Distance lines drawn from each property line to the closest part of the proposed structure.
- Location and shape of all existing and proposed driveways.

RESIDENTIAL FEE SCHEDULE

New/Rebuild

(Does not include initial Plan Review fee)

\$.42 per total square foot or \$ 100.00 Minimum Fee

Other

(Includes initial Plan Review fee) - \$400.00 minimum fee (up to 400 sq. ft.) Plus: 0.42 sq. ft. over 400 sq. ft.

Plan Review

\$ 100.00 **New**

\$ 50.00 **Other**

\$ 25.00 **Each Plan Revision**

Impact Fees: Residential - \$600.57

New structures only (does not apply to additions, remodels, accessory structures, etc.)

HELPFUL TELEPHONE NUMBERS

CALL BEFORE YOU DIG

Department of Transportation

811

706-646-6566

Fayette County Clerk of Superior Court

770-716-4290

Water System

770-461-1146

Environmental Health (Septic Tanks/Fields) – Suite 200

770-305-5415

Fayette County Permits & Inspections Department – Suite 201

770-305-5403

Fayette County Environmental Management Dept – Suite 203

770-305-5410

Fayette County Planning & Zoning Department – Suite 202A

770-305-5421

Any questions you may have concerning the Permit Submittal process should be directed to:

Office – (770) 305-5403

****NOTICE** ANY WORK CONCEALED BEFORE THE NECESSARY INSPECTION HAS BEEN APPROVED WILL REQUIRE AN ENGINEERS EVALUATION SIGN-OFF OR TO BE PROPERLY EXPOSED FOR THE INSPECTION.**